

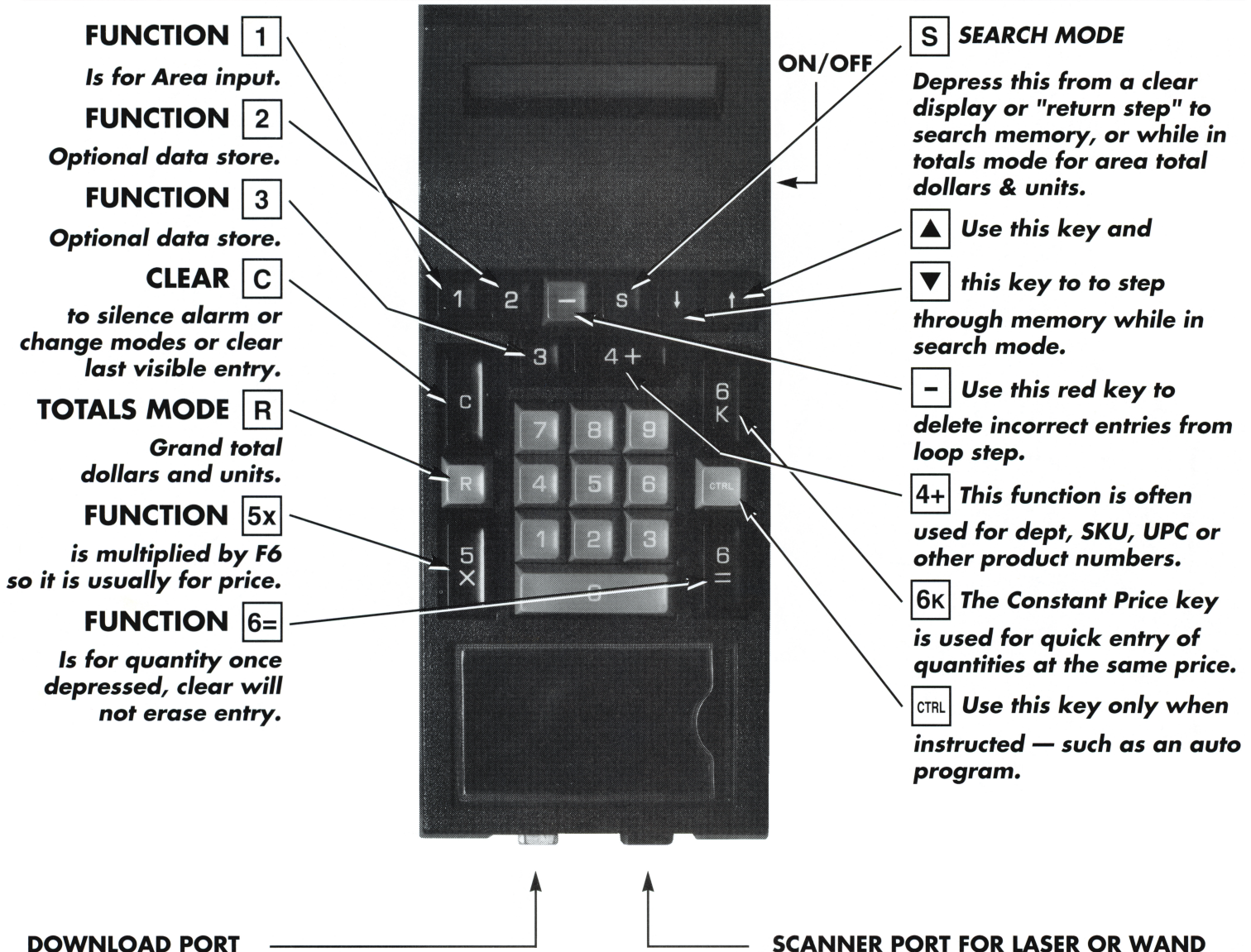
AUDIT[®] OPERATIONS

NUMERIC KEY PAD

Lighter colored keys numbered 0-9, use for input of all numbers (areas, departments, prices, quantities, etc.).

FUNCTION KEYS

Balance of keys surrounding the numeric key pad. Used for data storage, data review, delete data and changing or clearing modes of operation



NOTE: These instructions are for AUDIT[®] 7's (blue machines). If you are training on any older generation of AUDIT[®] (brown machine) microcomputer, your trainer will explain the differences.

AUDIT[®] START UP

KEYBOARD TEST

TURN ON AUDIT[®]

Depress every key **0** thru **9** **5x** **R** **C** **3** **4+** **6K** **ctrl** **6=**

and finally the keys **1** **2** **-** **S** **▼** and **▲** across the top...

PROGRAM

Defines which functions will be used and determines each functions field length. Different inventories use different programs.

HEADER

- 1 – Enter Store Number.
- 2 – Enter your Social Security Number.
- 3 – Enter the Audit[®] Serial Number.

START UP is complete when you see the screen prompt for "function 1".

DATA INPUT MODE

Normal mode of operation for data entry. Always enter the appropriate number from the numeric keypad first. Then depress the appropriate function key. For example, **Area 101** – depress numeric

1 **0** **1** then the black Function **1**

CLEAR

Depress **C** clear to silence the alarm, erase an entry before **6K** or **6=** pressed, clear the display (to change modes) or to exit a mode.

ALARMS

- Steady alarm when you turn on the Audit[®].
- Steady alarm when you hit two keys at the same time.
- Steady alarm when you enter a number into the wrong field.
- Steady alarm when you depress an inappropriate key.
- Steady alarm when you key beyond the set field length.
- Short alarm when your extension exceeds \$100.00.
- Short alarm when you successfully read a scan.
- Short alarm after successful double key entry.
- Short alarm to indicate successful deletion.

TOTALS MODE

Depress **R** from a clear display or the return step prompt to view totals. While in total mode, no entries can be made and all functions are locked out.

R = Grand Total (accumulates all areas together)

S = Area Total (total only from last **F1** entry)